



King County
ADMINISTRATIVE OFFICE ASSISTANT
SUPPORTED EMPLOYMENT
DEPARTMENT OF NATURAL RESOURCES & PARKS
SOLID WASTE DIVISION
Hourly Rate Range: \$13.58 - \$17.21
Job Announcement: 06MM5754
OPEN: 1/16/06 CLOSE: 1/27/06

WHO MAY APPLY: This position is open to all qualified candidates who meet the Washington State Eligibility criteria of Developmental Disabilities as defined in RCW 71A.10.020(4).

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Solid Waste Division, Attn: Administrative Office Assistant Recruitment, 201 South Jackson Street – Suite 701, Seattle, WA 98104.** You may e-mail your application materials to hr.swd@metrokc.gov, send via interoffice mail to KSC-NR-0701, or fax your materials to (206) 296-4473. We are not responsible for incomplete fax transmissions. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#).

WORK LOCATION: King Street Center, Downtown Seattle.

WORK SCHEDULE: This position is overtime eligible. It works a 35 hour workweek; Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: Providing courier and delivery services for the Solid Waste Division. The position is responsible for transporting documents. In addition to courier duties; it provides records management support, inventory and organization of documents, supplies, and works with incoming mail.

1. Deliver and pickup documents to and from King County campus locations (Yesler Building, Administration building, Courthouse, Exchange Building, Key Tower, etc.)
2. Distribute computer reports to identified recipients.
3. Assist in the distribution and delivery of other mail items to King Street Center Building employees.
4. Perform basic office support functions as required (i.e.: copying, assembling packets, filing etc.).
5. Update logbooks for cameras, project, laptop (replenish checkout forms).
6. Refill and restock copy machine paper.
7. Inventory and organize supplies.
8. Archive in house and at the Graybar Storage area, consisting of assembling boxes, pulling documents from central files and placing in archive boxes, cataloging boxes, breaking down boxes, reorganizing full boxes and storage areas and preparing list of boxes in storage.

9. Ability to use a computer and work with Microsoft Office Products (Word, Outlook) or ability to learn on the job.
10. Maintain predictable and reliable attendance.
11. Other duties as assigned.

QUALIFICATIONS: High school diploma or equivalent. Be identified as a person having a Developmental Disability under RCW 71A.10.020 (4).

NECESSARY SPECIAL REQUIREMENTS: Occasional lifting, carrying and pushing of boxes up to 25 lbs.

UNION MEMBERSHIP: Positions in this classification are represented by Teamsters Local 117, Administrative Support Unit.